

LSF003 - LaGov Maintenance Operations
REQUEST FOR SECURITY – FORM INSTRUCTIONS

Revised 07/14

This form is currently designed for use by agencies to establish, revise, and remove security related to a position.

Position Number: Position number to be assigned LaGov maintenance operations security.

Position Business Area: Position belongs to this business area.

Name: Employee name.

Personnel Number: Personnel number assigned by HR department.

Plant Access: List all applicable plants in which the user requires access.

Action: **Check appropriate action to be taken for position number listed on this form.**

Add: Add the selected security to the position. Any existing security on the position governed by this form will remain intact.

Remove: Removes all security governed by the form from the position. Do not select any job functions when choosing the **Remove** action.

Change: Change any existing security on the position governed by this form to match only the selected security on this form.

Temp Auth: Add temporary authorization for the selected security to this position. Use the start date and end date to establish the validity period for the temporary authorization.

Start Date: The beginning date for the permissions requested.

End Date: The ending date for the permissions requested. If not a temporary authorization request, then the end date should always be 12/31/9999.

Mobile:

Mobile Fleet Responsible for Plant Maintenance work orders processing in the LAGOV Mobile client. Note: Personnel performing this function must also be set up in the SAP Mobile application on the device being utilized for SAP Mobile functions.

Mobile Property Control Responsible for Movable Property inventory processing in the LAGOV Mobile client. Note: Personnel performing this function must also be set up in the SAP Mobile application on the device being utilized for SAP Mobile functions.

Plant Maintenance Job Functions:

PM-01 Agency Master Data Processor Responsible for editing and maintaining master data elements (e.g. equipment master record, asset master record, etc.) for technical objects (e.g. scheduled maintenance plan on the equipment master record, edit and update asset master record to add VIN, etc.). Other master data elements (e.g. functional location, equipment types, FEMA codes, etc.) will be created and maintained by the central statewide master data group who creates the master data used by all agencies. An example of the master data being created by this agency role is specific preventative maintenance task list(s) for vehicles, equipment, and facilities utilized by and belonging to the agency. These functions are currently fulfilled by Agency Property Managers and Agency Fleet Managers in Protégé.

Also incorporates:
LO-01 Logistics Inquiry Only

PM-04 Fleet Manager	<p>Responsible for the entry of personal assignment/home storage requests for State fleet vehicles. Responsible for entering fleet and equipment usage data for tracking and reporting such as: Gallons of fuel; Beginning/ending odometer. Reporting for State management to track costs and activities in maintenance operations.</p> <p>Also incorporates: PM-03 Fleet Maintenance Requestor PM-05 Maintenance Sup/Mgr LO-01 Logistics Inquiry Only</p>
PM-02 Bldg Maintenance Requestor	<p>Responsible for requesting maintenance and/or repair to Agency/State owned property or equipment, such as: Requesting repair of vehicle; Requesting repair of facility</p> <p>Also incorporates: LO-01 Logistics Inquiry Only</p>
PM-03 Fleet Maintenance Requestor	<p>Responsible for requesting maintenance and/or repair to Agency/State owned property or equipment, such as: Requesting repair of vehicle; Requesting repair of facility. Responsible for entering fleet and equipment usage data for tracking and reporting, such as: Gallons of fuel; Beginning/ending odometer.</p> <p>Also incorporates: PM-02 Bldg Maintenance Requestor LO-01 Logistics Inquiry Only</p>
PM-06 Property Manager	<p>Responsible for creating and maintaining property control records for inventoried movable assets belonging to primary State agencies. For example, when a laptop is assigned to a State employee the property control record will be edited accordingly. All agencies that inventory and/or maintain state-owned movable assets will need this role. Reporting for State management to track costs and activities in maintenance operations.</p> <p>Also incorporates: PM-05 Maintenance Sup/Mgr FI-01 Financial Inquiry Only LO-01 Logistics Inquiry Only</p>
PM-08 Work Order Proc/Fuel Entry	<p>Responsible for planning work for state agency maintenance operations. This person will create work orders for maintenance activities. These activities include but are not limited to consumption of goods from inventory, requisitioning for goods/services to complete work orders, etc.</p> <p>Also incorporates: PM-03 Fleet Maintenance Requestor PM-05 Maintenance Sup/Mgr LO-01 Logistics Inquiry Only</p>
PM-05 Maintenance Sup/Mgr	<p>Reporting for State management to track costs and activities in maintenance operations. This display only role is intended to offer tracking, scheduling, and statistical data for managers and statewide oversight.</p> <p>Also incorporates: LO-01 Logistics Inquiry Only</p>

Inquiry Only:

FI-01 Financial Inquiry Only	<p>Display and reporting on all Financial Modules. Generally, this role will be mapped to everyone that has another Financial role and to those who have responsibility for overseeing and monitoring financial activities.</p> <p>Also incorporates: LO-01 Logistics Inquiry Only</p>
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LO-01 Logistics Inquiry Only	Display of Inventory Management information, such as: List of Material Documents; List of Warehouse Stocks on hand; Display of Individual and Collective MRP List; Display of Reservations; Listing of stock in transit; Display of Planned Orders; Display of Purchase Orders; Display of inventory counts; Display of Material Forecast; Display role for auditing maintenance work processes, property control and fleet operations. Legislative auditors currently operate in this display only mode in Protégé for reporting and auditing of all State agencies movable property. Display of Warehouse information, such as: Transfer requirements; Inventory Count Documents; Bins; Storage Units.
AG-09 Linear Assets Inquiry Only	Display of Work Requests, Work Orders, Day Cards, Labor, Materials, and Equipment, as well as reports for all Modules.
AG-10 HR Agile Reporting	Provides access to critical Time Reports in HCM for AGILE Users who may not be a timekeeper in SAP.

Linear Assets Job Functions (Agile):

AG-01 Area Engineer	The function of this role is to be able to use the planning tools, schedule work, oversee activity, and run reports.
AG-02 Clerk	The function of this role is to be able to create Work Request and Work Orders and audit/enter Work Orders and Day Cards.
AG-03 Business Administrator	The function of this role is to be able to execute retroactive changes in AGILE, approve Work Orders and Day Cards, and run reports.
AG-04 Control Section Administrator	The function of this role is to be able to update the Control Section Inventory.
AG-05 District Administrator	The function of this role is to be able to run reports, use of planning tools, and schedule work.
AG-06 Foreman	The function of this role is to create Work Orders and Day Cards.
AG-07 Maintenance Section	The function of this role is to provide support to field users as well as maintain system integrity. This role is traditionally restricted to Section 42 only.
AG-08 Supervisor	The function of this role is to create/approve Work Orders and Day Cards, and use of planning tools.
AG-16 Work Request Entry	This role grants access to the Work Request screen in Agile. This access allows specified personnel the ability to enter complaint calls received directly into the Agile system instead of putting the them down on paper and handing them off for entry at a later time.

Agile Only:

List of Districts/Gangs	Provide a list of the Administration Units or Districts and Gangs that the user will need permissions. An example would be D02/G550 – Roadway/Bridge Maintenance.
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Urgent This box should only be selected when a processing deadline would not otherwise be met.

The agency Security Administrator or Alternate must print the form and obtain the required signatures before submitting the form. The agency Security Administrator and Alternate are responsible for retaining a signed copy of each form submitted for audit purposes.